

COURT FACILITIES AND RECORDS MANAGER

DEFINITION

Under general direction, plans, organizes, and coordinates facilities management; plans and directs the court-wide records management program; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This one position class is responsible for several centralized court-wide functions and establishes procedures for related functions within the court districts.

ESSENTIAL FUNCTIONS

1. In conjunction with County representatives, manages and coordinates all major maintenance, capital and construction projects affecting the operations of the Court; administers building improvement projects; prepares annual CIP court-wide budget.
2. Acts as court liaison between County departments, State and local agencies; plans and coordinates space/building needs and real estate services/planning.
3. Coordinates judicial moves; plans and coordinates facility management projects with judicial officers; assists with identifying/planning future space and building needs.
4. Develops and maintains administrative and operational policies and procedures regarding records management, court forms, facility safety and facility security; reviews and analyzes legislation and determines impact on court programs, policies, and procedures.
5. Supervises and directs professional, supervisory and clerical staff; develops goals and objectives for the work unit consistent with court policies; develops standards against which to evaluate performance.
6. Completes special studies and projects regarding records management and court forms; prepares correspondence for facility requests; prepares facility, board agenda items and requests for proposals.

7. Serves on committees and task forces within the Court and with local, state, and national agencies and organizations.
8. Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Graduation from an accredited college with a Bachelor's degree in business administration, construction management, architectural design or a related field and five years of facility maintenance or construction management experience that included supervision or any combination of training and/or experience that could likely provide the desired knowledge and abilities.

Knowledge of

Principles and practices of administration, organization, management and supervision; principles and practice of business management; California court operations and legal procedures; facility management procedures; Federal, State and local building and administrative codes regarding public building projects; methods and practices of capital budget preparation and implementation; principles of effective organization and office management, including computerized management information systems; records management and warehouse procedures and practices; ADA regulations.

Ability to

Prepare and monitor budget; select, train and supervise staff; establish goals and plan work to accomplish those goals; plan, direct, and evaluate work activities; prepare, interpret and evaluate a variety of narrative and statistical data and reports; understand and interpret building and architectural terms and regulations; interpret ADA specifications; read and understand blue prints; analyze problems and complaints and identify solutions; gain cooperation through discussion and persuasion; establish and maintain working relationships.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

Strength, dexterity, coordination and vision to use a keyboard and video display terminal on a daily basis. Hearing to communicate with the public and court staff. Dexterity and coordination to handle files and single pieces of paper; occasional

lifting of objects weighing up to 25 lbs. such as files, stacks of papers, reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level.

Date Est. 4/00